

Central Minnesota Housing Partnership, Inc.

Position Description

Job Title: Property Manager
Exemption Status: FLSA Exempt
Reports To: Property Director
Education: Prior Experience is Preferred

Job Summary:

As a Property Manager your career will be diverse and challenging. You will work with an enthusiastic team.

This position requires a person who can easily toggle between a resident manager, and caretaker role from the corporate location.

Job Duties:

1. Oversight of the day to day operations of the region you're designated to. While working hand in hand with the Property Director.
2. Resident Relations: Deal directly with the residents on properties managed through the corporate office and support our Resident Managers and Resident Caretakers as needed by responding to questions, provide guidance, and backup when needed. Duties may include: entering maintenance requests, respond to emergencies and filling in as needed on properties.
3. Property Finances: Rent collections such as setting up payment plans and past due notices and delinquency calls. Approve property site purchases up to \$350.00. Review and approve payables, and work with the Property Director in creating and maintaining property budgets and payment plans. Property Director will approve final property budgets and payment plans.
4. Manage Unit Turn Schedule reporting and updating Property Director.
5. Vendor Relations: Monitor vendor performance, contracts, and payments.
6. Move Outs: Process security deposit dispositions timely after a tenant has vacated a unit.
7. Perform other duties as directed by Property Director.

Other:

Telephone support: Be available to answer phones, direct calls and respond to inquiries in a timely manner. Leasing units and maintain the occupancy spreadsheet so that is always updated. Any and all job duties that are consistent with a Property Manager role.

Must keep confidential and sensitive information secure within the office.

Specifications:

Maintain and operate with proficiency a personal computer with a variety of software for generating reports, correspondence, and brochures (Windows, Microsoft Office, Word, Excel, Power Point, Google, and Yardi.)

Must be able to meet deadlines

Must be willing to work as a significant part of a team

Must have the ability to travel with access to reliable transportation.

Must be willing to work a full time work week, with additional hours and some weekends as needed. Schedule is Monday – Thursday 8:00 am – 5:00 pm, Friday 8:00 am – 2:00 pm in the corporate office. (This is not a remote position).

Must be able to sit for extended periods, some bending, reaching and lifting up to 30 lbs.

Must have proficient skills in operating related business machines including but not limited to: computer, 10 key calculator, copy machine, fax machine, scanner, and postage meter.

Must be willing and able to professionally represent the Central Minnesota Housing Partnership in communities and counties, with state and federal organizations and other public activities at the direction of the Executive Director and Director of Property Management with a professional and informed presence.

Position requires knowledge and understanding of multiple family housing resources and programs.

Print Name: _____ Date: _____

Signature: _____ Date: _____